

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Class Title:</u> Crossing Guard (PT non-benefitted)	<u>Revision Date:</u>	08/15
		<u>EEO Code:</u>	Protective Services
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	55721

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Crossing Guard Coordinator or the Traffic Sergeant, prepares crossing zone, and assists children in crossing streets safely on a seasonal basis while children attend school.

III. Essential Duties

- Prepare school crossing zone by unlocking and turning on two 20 MPH flashing lights.
- Place two 28" traffic cones in the street while holding an eight pound STOP sign.
- As children arrive, take them safely across the street, watching traffic closely and stopping cars if necessary.
- When children are finished crossing, remove two 28" traffic cones from the street while holding an eight pound STOP sign.
- Lock and turn off two 20 MPH flashing lights.
- Process is repeated two times in a day, when children travel to and from school.
- Provide own transportation to and from different crossing locations throughout the City.
- Report violations by children or motorists (record license numbers of vehicles if necessary).
- Promote and follow the City and Police department's mission statement and values.

IV. Marginal Duties

- Act as a liaison between children, parents, school administrators, and P.T.A.
- Participate in special events as asked by school administrators, P.T.A. and/or the Crossing Guard Coordinator.
- Perform other duties as assigned.

V. Qualifications:

Education/Experience: Related crossing guard or traffic control experience or experience working with children preferred, but not required.

Knowledge of: Current Utah traffic laws; emergency procedures; correct use of the English language.

Responsibility for: Moderate responsibility for the care, condition and use of materials, equipment, and tools; great responsibility for the use of discretion and independent judgement in the safe crossing of children. Responsible for the enforcement of traffic laws and established rules and policies for crossing guard operations. Must be reliable and punctual in attendance.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to follow written and verbal instructions; ability to work effectively with, children, parents, school employees, and/or the public.

Tool, Machine, Equipment Operation: Regular use of eight pound hand-held STOP sign, reflector vest, two 28" traffic cones, and locking/unlocking 20 MPH flashing lights.

Analytical Ability: Must use accurate judgement of traffic flow, speed and direction of travel; prioritize activities. Must be able to rapidly analyze various situations and to think and act quickly and reasonably in emergency situations.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee may bend, stoop, and crouch; employee may occasionally move up to 20 pounds. Job involves walking and standing for long periods of time; must have mobility to move quickly in situations that present danger to children and/or self if necessary; constant seeing and hearing are required to fulfill job responsibilities.

Work Environment: Regular and prompt attendance is essential; mental effort is required daily; job is performed outside and is subject to exposure to the elements: heat, cold, and wet conditions; job is subject to exposure to environmental and/or physical hazards. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____